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advocating for abused and neglected children in Iowa

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CAB Information Memorandum FCRB Program #2: Policy & Procedural Updates (Staff)

Date Issued: June 1, 2016

The FCRB Program P&P Manual and resources for staff have been updated on ICAB's website. The newest updates are identified in red in the manual for your review and are noted in this information memorandum with item section references.

Additional information:

1. Please review the changes and sign the staff acknowledgment page. Return it Sherri within 15 calendar days of receiving this material.
2. In addition to being informed about these policy updates, local coordinators need to ensure that Board Members and Facilitators receive the updated FCRB Member P&P Manual with updates in red and the information memorandum which summarizes the revisions.
 - FCRB Program #2: Policy and Procedural Update (Board Members)
 - FCRB Member P&P Manual – June 2016 version

Item	Update or Clarification FCRB Policies and Procedures	Reason for Policy change or addition
Section 1.c.3. Program Governance Page 4	Updated job description for Deputy Program Administrator. Removed Program and Management Specialist description.	Program and Management Specialist position no longer exists; responsibilities were absorbed by Deputy Program Administrator position.
Section 1.c.4 Page 4	Updated job description for Lead Coordinator.	Removed specified number of regions from Lead Coordinator description to accommodate organizational changes.
Section 5.d.3 Selection of Members Page 12-13	<p>This was updated with new process for board member selection. LFCRB Member Rationale Statements need to be prepared by local coordinators for review by State Board before a new member joins a local board or a member is reappointed.</p> <p><u>See manual for procedural process. For new members or reappointments beginning in July, 2016.</u></p> <p>Use new Resource 46</p>	This policy was added to meet Iowa Administrative Code 489.3.2 -3.2(1) Membership. The procedure of how to review the rationale statements was developed by the State Board to meet this requirement. The timeline and process steps were further outlined by the P&P Committee.

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Section 5.d.5 Selection of Members Page 13	The term of local board member's was changed from two to three years. Tenure of individual appointments shall be fixed so that no more than one-third of the membership's terms expire in a given year.	Term was changed based on feedback by coordinators and newer FCRB members that two years is not long enough to become acclimated to the process and be a contributing member, especially for boards that only meet six times per year.
Sections 5.g.4 and 5.g.5 Member Retention and Recognition Page 15	<p>Added clarification of a local board member evaluation process to be developed by the administrator. See policy for details.</p> <p>Added that a local board member may serve continuous successive terms when selected and approved in accordance with selection process outlined in Iowa Administrative Code and P&P Section 5.d.3.</p> <p>Resource 37. Board Member Progress Review form has been revised.</p>	<p>This policy was added to meet Iowa Administrative Code 489.3.2 -3.2(5) Membership.</p> <p>Based on feedback from coordinators and current board members regarding the progress review questions, the committee revised Resource 37 to more adequately reflect the job responsibilities and skills of local board members for assessment.</p> <p>When seeking reappointment of a local board member, the coordinator will include a summary of the progress review form in the rationale statement.</p>
Section 6.b.5 Preparation for and Scheduling of Reviews Page 20	Added clarification of interested parties outlined in Iowa Administrative Code who are required to receive notification of a foster care review board meeting.	This policy was updated to align with Iowa Administrative Code
Section 6.c.2.d Conduct of the Review Page 22	<p>Clarifies that confidentiality agreements are to be signed by any person who attends a review that was not invited who is of majority age. Minor siblings are not required to sign agreements.</p> <p>All interested parties present need to consent to the participation of any person who attends but was not invited to the review.</p>	Clarification was requested regarding minor sibling attendance/participation in a local review that they are not the subject of.

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Section 6.d.4 Post Review Activities	<p>Adds timeframe of 5 business days for facilitators to return documents and board files to the local office.</p> <p>Updates list of items to be returned post-review:</p> <ul style="list-style-type: none"> • Adds 4.h. – completed in-service training evaluations • Adds 4.i. – Signed confidentiality and release forms • Adds 4.j. – Updated IP list with changes noted 	<p>Clarification on timeframe added for consistency across all review boards.</p> <p>Policy updated to include training evaluations, signed confidentiality forms and IP contact info changes.</p>
Section 6.d.6.d Page 26	Clarifies AA responsibility for entering Barriers to Permanency information to FCRB databases.	Added since board members are tracking Barriers to Permanency on cases.
Section 6.f.5 Database Maintenance Page 29	IP Attendance report responsibilities added to procedural steps for administrative staff.	Policy updated to reflect new reporting requirement from the MOU to ensure compliance.
Appendix 1 FCRB Facilitator Handbook	Facilitator Handbook is now Appendix 1 in the P&P Manual.	Handbook was added to ensure that any updates or changes made to the P&P manual are consistently updated in the Handbook; this also streamlines the resources to have only one set of resources for the FCRB program.
Updated Resources	<p>Resource 6: FCRB Member Job Description - updated to reflect Iowa Administrative Code changes noted in earlier this policy release (term of volunteer position).</p> <p>Resource 7: DHS Child Abuse Check - replaced with most current version.</p> <p>Resource 29. LQ Worksheet – replaced with 2016 version that members should have received as in-service training in May and/or June.</p>	<p>Explanation of the resources is provided with the individual resources in the preceding column.</p> <p>By having the FCRB Facilitator Handbook as an appendix to the P&P Manual, the resources from both manuals have been combined so that there is one set of resources for staff and contract facilitators.</p>

	<p>Resource 37. FCRB Member Progress review – updated as outlined earlier in this policy release.</p> <p>Resource 38. Barriers to Permanency Worksheet – replaced with 2016 version that members should have received as in-service training in May and/or June.</p> <p>Resource 41. CFSR Instructions – added from Facilitator Handbook.</p> <p>Resource 42. Suggested Wording for Recommendations – added from Facilitator Handbook.</p> <p>Resource 43. Checklist for FCRB Reports – added from Facilitator Handbook.</p> <p>Resource 44. FCRB Sample Report – added from Facilitator Handbook.</p> <p>Resource 45. ICO Instructions (accessing cases) – added from Facilitator Handbook.</p> <p>Resource 46. LFCRB Rationale Statement for State Board – new resource as noted earlier in this policy release.</p> <p>Resource 47. Chair & Co-Chair Responsibilities – added from Facilitator Handbook.</p>	<p>All resources can be found on the ICAB website: Staff home: Policies and Procedures.</p>
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Policy & Procedure Committee Members: Shirley Hoefer (Committee Chair), Melissa Loehr, Kerry Brennan, Nancy Manion, Ann Empen, Cindy Goellnitz, Melissa Sewell